

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES

April 27, 2015

SELECTMEN PRESENT: Stephen Knox (SK), Donald Butson (DB)
Thomas Demers (TD)
SELECTMEN'S OFFICE: Suze Tavernier (ST)

SK opened meeting

DEPARTMENT HEAD: Police Chief Pinson (CP) presented the Board a request for expenditure for equipment, using the Equitable Sharing Fund.

CP Per guidelines, we can spend but need prior approval

SK What is this used for?

CP Drug investigations

SK So like a wiretap?

CP-yes, it solidifies case. We have recorded evidence, it aid in the prosecution
In the past we have used Grafton County Sheriffs equipment.

SK You have done before, but used Grafton County's equipment

CP Yes, and unfortunately we lost a case due to lack of a software update. This particular system we will not have that type of concern. The life expectancy of this equipment is a life time, with the potential software upgrades

SK So how many investigations a year are done?

CP It varies; we have a huge heroin issue in the area. We could have as little as 3 or as many as a dozen or more.

DB So we are clear, funds-money already there just getting approval to spend

CP Yes, however the Federal Government did away with the equitable sharing program, so going forward will go through the State. We will receive less, the Federal took less, but the State does not mandate for drug enforcement use only.

SK How will we get the money through the State?

CP When it is set up, goes through we will receive paper work and guidelines

SK Motion to approve the expenditure from drug forfeiture fund DB2nd so voted
all

PUBLIC: Ruth Robar came in to speak to the Board regarding the Train Station.

RR- Roger is hurt and will be laid up for a while, Mary Ann has stated she will sweep and Main Street members are willing to help out. Taking care of Station means a lot to Roger, hoping Board is willing to keep at status quo until he can return.

DB I am fine with it

SK We could, if we need to have someone just for interim, but yes I am find with it.

SK
DFB
TD

ZONING BOARD: Robert Clark (RC) and Scott Champgane (SC)

RC I understand last meeting Jan and her group came in last Selectboard meeting. Jenny heard some of the things that were said and she called me. I came in and looked over what Jan gave you, I called Laura and was told she can't talk to me without running it through you first. So I guess I am asking why, we need clarification

SK Not necessarily the case, we have a standing order in regards to contacting Town Counsel, but Zoning and Planning are separate issues. If you need to talk to her, but how much follow up, she is aware, she was at the hearings. I don't see a reason, yet to contact her. I appreciated you coming in and talking to us
SC Our response, talk through Town Counsel

RC I received a phone call at home, I stated in litigation with Town and was told they are going to appeal Zoning decision and if we talk to her, just not comfortable

SK You took the right steps, Planning Board appeal in Superior Court, you did the right thing to decline to talk to her, and if you have new information you need to share with Town Counsel

RC That was what I was trying to find out

SK Zoning Board performance and decision, the challenge to Planning Board decision, we don't talk about in public, we will wait and see what else comes down and turn over to Town Counsel at that point

RC My question is, I not going to call every five minutes, with information that I think she should have, this is getting personal and there comes a time

SK We haven't talked about how we are going to approach overall

TD Can we give a letter as Selectmen, has permission, the Zoning Board, as long as we are kept in the loop

SK Zoning Board has it's own Authority, we have no authority over them, but the Town is liable for the legal cost

RC-My question to her was , what did this paperwork mean, is it something we needed to send to lawyer, that was what I wanted to talk to her about

SK If there is any challenge they will supply all the paper work to Town Lawyer

RC Is what you received something they should look at?

TD So they are not blindsided?

SK I'd be happy to send to Laura

RC That was my idea, do we sit on it, or let Laura look at it, looks like more is coming

SK Most of the information Laura already knows, nothing earth shattering

RC Not that it carries ounce of weight, I understand just trying to make a point, not legal action yet

SK It's obvious they didn't like it. I appreciate all information given to us, and you are trying to follow procedure. JM can try, but not going to talk about anymore, locked in court system now. I suggest we don't talk with anyone outside the process

RC They made allegations we were conspiring against them, with information we believed is true, the allegation we're are doing something illegal, it's getting personal

DB At this point you are going to have to expect these kinds of tactics
SK As Public Officials/Public Body have to expect, don't know the level we can put kibosh to it. We give permission to talk to Laura if new hearing or new paperwork filed
RC We have talked if or when appeal comes down we want her or Walter here. Before we act on anything, we want to get it all correct, which will require time with them and cost
SK When applicant applies, and then we have something concrete. They present at hearing, we wait until more comes down or finalized
RC If mail comes in tomorrow, do I have the right to contact Laura
DB We don't want to hit panic button, these things take time
RC This group delayed Champgane
SK Here is the issue, don't want to spend all of Lawyer budget before we have anything concrete facts. On these Planning and Zoning issues, we sit and wait, be happy to send email with allegations
RC If in my mind needs attention, Zoning Board decision find out what Laura or Walter think, can I do it or do I have to wait until Monday or have to call all of you
SK We are in limbo, in Court System have to be hands off, let us get notified, we are not stonewalling you from Town Counsel, at this point unless you receive something earth shattering.
RC If she contacts me, tell her to call Town Counsel?
DB Call their own Counsel
SK If she tries to talk to you, have made legal decision, don't answer
RC If questions
DB I would advise you don't answer
RC Ok

DEPARTMENT HEAD: Tax Collector-Jennifer Trelfa

JT Presented appointment for IL for 3 year position on Cemetery Trustee-Board Signed
JT presented Pole License-Board Signed
JT presented a group of abatement from assessor
JT Several of these should have been on exempt status, for some reason they were removed.
SK Can we have a list of the ones we should look at, we need to contact them
JT Will get a list
JT I advertised for Deputy position, don't have any. Because only two days a month I looked at my budget and would like to reissue notice with more hours
SK Where did you post
JT Caledonian Record, web page, bank and post office
DB What are you suggesting?
JT Would like to offer more days a month, 3 days a month. I would like to do 4 days a month.
SK This was your recommendation, suggest you keep trying to find. I am ok with offering more hours if we can afford it
TD Have you thought about temp service?

JT too much training. I have advertised, but have not checked with Temp Service

TD with Temp Service not looked in, if not interested

JT Invest in all the training, the thought is to find someone who would stay on if I left. Need to be interested enough to stay

DB I'm with Tom, temp agency is another avenue. We could get same individual 3-4 days a month. Just another avenue for you to think about

JT How much to we pay the temp service?

TD I don't know you would have to check with them

DB Might find someone, just another avenue and right now we have nothing.

Don't know why you have concerns with temp service, could be same person.

JT –Training, same person with the idea they would/could take over if needed

GC- Have you contacted other towns to see if they have someone looking for part time hours?

DB That's a good suggestion

GC That's what we're are doing in one of my other towns for AP and Payroll, we have someone who was just looking to pick up a few extra hours, she is really over qualified but it worked out for both town and her

SK That is a good suggestion

DB That and the Temp Agency are just other avenues to try

TD with Temp Agency, workers comp. under agency, like a subcontractor. Call and say this is what I want, and be specific list what you need. Then you can interview.

FINANCE DIRECTOR: Gregory Colby (GC)

SK The reason we asked you to come in, we are trying to figure out where we are with the Town's finances. I was not happy with lack of responsible banking practices. Thought you were overseeing? We need to know what you are responsible for, what we should and should not expect. If a transfer has to happen, who oversees, who's responsible?

GC Prior Treasurer was instructed to transfer and was under the impression transfers had happened.

SK We instructed deposits into Woodsville, then we would sweep transfer to Passumpsic

GC It didn't get swept, was not done

SK don't know where it falls, who's is responsible?

GC Selectmen, Board signers on account, being busy, Tom new, Don on vacation, delay in appointing Treasurer. Pointing fingers at me, will take some of the responsibility but we all share in it

DB I was on vacation, I did received emails from Peter. I guess I thought you were staying on top of it, but not your responsibility

GC Not my responsibility, Treasurer's responsibility

DB We had problems with Treasurer, heard it regularly, but you stated you would stay on top of it

GC I was trying to, tried to do that, hind side, looking back not going to go through the excuses

DB So responsibility the Treasurer

GC Some things slipped through cracks, some of the blame mine

TD Bare with me, is there an overlap, Treasurer does your job and vice versa, same job?

GC No Treasurer has their own books. I reconcile the books in software. On monthly bases, I come up, but in recent months have not been up in order to offset time to bring back into line, with budget. Martha came in today, after tomorrow she should be fully up to date. I have several suggestions I would like to pass on moving forward, such as closing PDIP accounts, would like to bring some things over to general fund. Need to look at Water and Waste Water.

TD So we need better communication so this doesn't happen again

GC Unfortunately with prior Treasurer being done, no one ran and delay in filling position, that's how we got to this place

DB What you are saying is all true, new treasurer, expected more from you, maybe our responsibility, but roles could have been made clearer

SK What I was going to say, look back hind side though you state would keep on top of, issues at end of year regarding Treasurer, couldn't closed books

GC Stayed on top the best I could, part time

SK We are paying you to oversee finances and there are issues, not working

GC- The books are in the best condition they have been in years. I will resign if you would like.

SK Clearly I'm not happy but not saying that

GC I am here on a part time bases. I will do the best I can, I don't know how much you want me here. With closing books and Budget I was here a lot during Jan., Feb, and March and trying to stay within budget

DB I have no qualms of you needing more time, I think we have had a lack of communication, and maybe good we got to this point. If you need to be here more, can you share that with us? We need to communicate more.

GC Other than banking issues, moving forward

SK Lapses in Treasurer, communicating with each other. My problem is when it affects my business life, to have leave work to sign check and go to Littleton. I applaud you taking responsibility. I don't want to keep going down this road. How we get procedures into place, I want this town finances in order, I want to know we on the same page going forward.

GC It's the Treasurer's responsibly to monitor cash balance and she understands that, going forward I don't think we will have same issues with Martha

DB I am confident and hope all goes forward smoothly

SK In terms of number of days you need to be here, we leave that up to you, just keep us informed

GC I will stay in constant communication with Suze, and safe guard against any future issues

I understand you wanted to know what I do, what my responsibilities are, I maintain the books with in the software, report on all state and federal forms, all DRA requirements, 941, Vermont Taxes, adjustments within the system, end of quarter, end of year, prep work for auditor and whatever roll you want me to take going forward with the budget preparation. The Trustee and Treasurer maintain separate set of books. Not sure if that answers all your questions

SK I expect, no further issues on your end. These problems with other financials, make sure the Treasurer is supplemented, during transition

GC This situation you have here with two different banks is unusual and with no local bank for deposit is has created an unusual situation

SK One of the recommendations from prior Treasurer was to eliminate some of the accounts. That is something you can talk to Martha about?

GC We could close water and waste water hold account through software, underfunds

SK Let's put ill will behind us move forward with a better understanding and the need for better communication between all of us

DB One other thing while you are here, I talked to Mike at Plodzick the few things I was concerned about he assured me. One thing I had asked was should the Treasurer have access to system general ledger, he said should have access. and if Barry could have access to general ledger and he said he could if he sat down with someone, I suggested put on thumb drive.

ST Are you looking for view access only? There is a difference between getting into system and obtaining a dead file. How would you keep track of anyone that made changes in system?

GC If Barry wants a thumb drive of dead file, we can do that. But not access into the system

SK So we need to all use the right same language. Treasurer has viewing access, just reading rights, and provide a "dead file" not getting into system

TD Just to view only, not into system

Capital Reserves Spending Policy

DB My understanding was that the Board would/could spend up to \$10,000.00 without hearing

GC this is draft, starting point as written anything under \$10,000.00 would have to be found in budget, but as I say just a starting draft

SK I am ok with all but that wording, need to make more clear, modify can spend up to \$10,000.00 over will hold hearing and can you explain the planned and unplanned thoughts

GC Capital Plan, you would know if going for a dump truck, so bring up at Town Meeting, but like the sidewalk tractor was an unplanned purchase and couldn't wait until Town meeting.

SK Can you make the modifications and get it back to us

SELECTMENS BUSINESS:

Board reviewed email from Town Counsel regarding request from DRA
After discussion the Board asked that Town Counsel be contacted, at this time the Town will not be providing such letter

SK made motion to accept donations on behalf of the Life Squad DB2nd so voted all

Board signed AP and Payroll Manifest, pre manifest, timber intent, timber tax and several letters

Board reviewed email regarding the State's report on Town owned bridges

SK Have KC answer the Board as to what this report means
Board reviewed email from conservation commission regarding the scenic by ways
SK Sandra Butson, our North County Counsel Representative will be attending and reporting back to us, we will reply after we hear back

SK made motion to accept nonpublic minutes TD 2nd so voted all
SK made motion to accept public minutes as amended TD 2nd so voted all

SK made motion to add newly acquired tax deeded property and Grove Hill to Town's current PLT policy TD 2nd so voted all

Board request Town Counsel receive a email reminder regarding a personnel issue and the Parker property issue

Board reviewed Town Administrator's Job description
Board has requested ad for position be posted in house for a period of one week in compliance with Personnel Handbook
Then Ad to be posted in Courier for week of May 6th, 16th and 23rd
And placed in weekend addition of the Record
Requested Ad be placed on the NHMA web page
Requested Ad be placed on Town Web Page and Town sign
Requested cost for running in Union Leader and information to run through the NH unemployment web page
Board requested that anyone that either calls or comes into office with questions be referred to the Board of Selectmen

SK would like to see any letters of interest for the Budget Advisory Committee for next meeting

SK will be compiling email to Town Counsel regarding appointing to Zoning Board openings

TD Want me to call Littleton's Town Manager about the TA position and any ideas he might have
SK Sure call, he might be able to point us in the right direction
TD Will call Lancaster as well

Pay roll:

SK I spoke with Brenda from Mason about payroll service. They do BMSI but only through school, not a time saver but it allows her to enter information at a later time.
TD But takes liability off, second set of eyes.
SK she has no complaints, they have a quicker turn around if she gets time in by 2:00 on Monday the checks are ready Tuesday
TD The only issues will be Holidays or three day weekends

SK She said the employee like the direct deposit

TD Do they have HR available 24 hours

SK So now do we want to go for it?

TD I say yes, do they have the same amount of employees? And what is weekly fee?

SK Weekly we were quoted \$75.00

DB We have to get notice out to employees, with new pay day

SK we need to give advance notice

DB going forward we will set up if doesn't work out we pull the plug

SK One Month, Wednesday June 3rd.

Board asked for draft letter to be ready for next meeting regarding notifying the employees of pay date change

DB I will make Anthony aware and set up a test

DB Made motion to adjourn SK 2nd so voted all